

Catawba County Emergency Medical Services

Vehicle Fuel Purchase

This policy covers purchasing vehicle fuel with credit cards.

- County fuel pumps will be utilized whenever possible.
- Employees should not use standing accounts unless directed to do so by a supervisor.
 - When using standing accounts, fuel tickets must contain the following information:
 - Total amount of the fuel purchase.
 - Total gallons of fuel purchased.
 - Price per gallon.
 - Signature of the person purchasing the fuel.
 - Vehicle number.
 - Current vehicle mileage at the time of the purchase.
- Once the information is retained on the store copy of the fuel ticket, the carbon copy or original (whichever is obtained by the employee) will be discarded.